

When you reach the second screen of your Run Control, no Server Name is selected (default will be PSUNX):

Process Scheduler Request

User ID: C-MEYE1 Run Control ID: Dealrollinghist

Server Name: Run Date: 07/14/2008

Recurrence: Run Time: 8:34:30AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Rolling Deals History	TRC1015-	Crystal	Web	PDF	Distribution

This combination of settings will **not** produce a Crystal report:

Process Scheduler Request

User ID: C-MEYE1 Run Control ID: Dealrollinghist

Server Name: Run Date: 07/14/2008

Recurrence: Run Time: 8:34:30AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Rolling Deals History	TRC1015-	Crystal	Web	PDF	Distribution

This is the expected combination of settings for a Crystal report:

Process Scheduler Request

User ID: C-MEYE1 Run Control ID: Dealrollinghist

Server Name: Run Date: 07/14/2008

Recurrence: Run Time: 8:34:30AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Rolling Deals History	TRC1015-	Crystal	Web	PDF	Distribution

Cancel a process

If your report is “stuck” like this for a long period of time (hours/days), you may be able to cancel the report:

The screenshot shows the 'Process Scheduler' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a search area with fields for 'User ID' (C-MEYE1), 'Type', 'Last' (1 Days), 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Refresh' button is present. Below the search area is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	82956		Crystal	TRC1015-	C-MEYE1	07/14/2008 8:35:54AM CDT	Queued	N/A	Details

An arrow points to the 'Queued' status in the 'Run Status' column.

Steps to cancel a process: From the Process Monitor (navigation Menu > PeopleTools > Process Scheduler > Process Monitor) find your process and click on the Details link.

This screenshot is identical to the one above, but with an arrow pointing to the 'Details' link in the 'Details' column of the table.

It should look something like this, if the Cancel Request button is available, you can cancel the process. If it is not available, you cannot cancel the process.

The screenshot shows the 'Process Detail' page. It has a header 'Process Detail' and a sub-header 'Process'. The main content is divided into sections: 'Process', 'Run', 'Date/Time', and 'Actions'. The 'Process' section contains the following information:

Instance:	82956	Type:	Crystal
Name:	TRC1015-	Description:	Rolling Deals History
Run Status:	Queued	Distribution Status:	N/A

The 'Run' section contains the following information:

Run Control ID:	Dealrollinghist
Location:	Server
Server:	PSNT
Recurrence:	

The 'Date/Time' section contains the following information:

Request Created On:	07/14/2008 8:36:01AM CDT
Run Anytime After:	07/14/2008 8:35:54AM CDT
Began Process At:	
Ended Process At:	

The 'Actions' section contains the following information:

Parameters	Transfer
Message Log	
Batch Timings	
View Log/Trace	

An arrow points to the 'Cancel Request' button in the 'Run' section.

Cancel a process

To cancel the process, click the Cancel Request radio button, then click the OK button.

Process Detail

Process

Instance: 82956 Type: Crystal
Name: TRC1015- Description: Rolling Deals History
Run Status: Cancel Distribution Status: N/A

Run **Update Process**

Run Control ID: Dealrollinghist
Location: Server
Server: PSNT
Recurrence:

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 07/14/2008 8:36:01AM CDT [Parameters](#) Transfer
Run Anytime After: 07/14/2008 8:35:54AM CDT [Message Log](#)
Began Process At: Batch Timings
Ended Process At: View Log/Trace

OK **Cancel**

The Process Monitor should show that your request was cancelled:

Process List **Server List**

View Process Request For

User ID: C-MEYE1 Type: Last: 1 Days Refresh
Server: Name: Instance: to Save On Refresh
Run Status: Distribution Status:

Process List Customize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	82956		Crystal	TRC1015-	C-MEYE1	07/14/2008 8:35:54AM CDT	Cancel	N/A	Details

Cancel a process